**When completing the form, delete all notes in red including speech bubbles and text boxes.**

Enter same topic name as on the application form and other documents

Application for Research Safety Ethical Review

**This English form is sample. When applying for review, the Japanese form must be used.**

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_\_

To: Chairperson, Research Safety Ethics Committee, Tokyo Metropolitan University Arakawa Campus

For office use.

Please leave blank.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Acceptance No. | |  | |  | |  | |
| Application status | | □ Subcommittee review　　　　　　□ Expedited review (Subcommittee)  □ Committee review　　　　　　　　□ Expedited review (Committee)  Mark the type of review applied for | | | | | |
| Category | | | Department / Post  Students: State your graduate school, department, course and ID No. | | | | Name (signature)  Applicant’s signature |
| 1. Applicant  Applicant’s signature | (1) Applicant | |  | | | |  |
| Contact email address | | @  To be signed and date of confirmation entered by supervisor | | | | |
| (2) Supervisor | | Date confirmed: \_\_\_ / \_\_\_ / \_\_\_\_\_\_ | | | | |
| 2. Researchers | (1) Research representative | | Students: State your graduate school, department, course and ID No. | | | | Research representative’s signature |
| (2) Joint (or contributing) researcher | | □ The content of amendments or changes made after the application has been explained to the joint (or contributing) researchers and their consent obtained.  ←Only when amendments have been made after review and when re-applying | | | | |
| 3. Research topic | |  | | | | | |
| 4. Attachments  Mark all submitted documents and add document numbers. | | ☑(i) Application for Research Safety Ethical Review (this form)  □ (ii) Research protocol for Research Safety Ethical Review (form appended to “Guidelines on Research Safety Ethics”)  □ (iii) Research Cooperation Request Form (to cooperating institutions and facilities) …Doc. \_\_\_  □ (iv) Explanation to Research Subjects…Doc. \_\_\_  □ (v) Consent Form for Research Subjects or Legal Representatives…Doc. \_\_\_  □ (vi) Questionnaire and other documents for distribution (if distributed to research subjects) …Doc. \_\_\_  □ (vii) Literature, documents and others related to the research…Doc. \_\_\_  □ (viii) Consent Form for Joint (or Contributing) Researchers (form specified in “Guidelines on Research Safety Ethics”)  □ (ix) Approval certification issued by another institution’s Ethical Review Committee  □ (x) Other (　　　　　　　　　　　　　　　　　　)  Check (vii) if appending originals or copies of literature or documents | | | | | |
| 5. Outline of amendments or changes  Indicate the status of amendments or changes based on the flagged issues  Indicate the content of issues flagged in the Assessment Notice | | Matters raised in the review | | | Status of amendments or changes | | |
| ・  ・  ・ | | | ・  ・  ・ | | |
| 6. Remarks | | ・Give details of relevant ethical reviews by external bodies | | | | | |

Complete “5. Outline of corrections or changes” in the following cases.

　・If submitting amended documents to the Committee based on issues flagged by the Subcommittee

・If amending the research protocol in line with issues flagged in the Assessment Notice after receiving assessment of approval

・If changes made to the research protocol after receiving the approval correspond to expedited review

Mark all submitted documents (starting from the application form) with a serial number (page number).